

EXAMPLE FOLLOW-UP LETTER: NETWORKING

Chris Sample
10651 Silverplume Drive
Fort Collins, CO 80521
August 4, 2000

Mr. John Blackburn
Director
Serenity Healing Center
5959 Stanley Drive
Estes Park, CO 80525

Dear Mr. Blackburn,

I am very grateful for the time you took out of your busy schedule yesterday to chat with me about my job search. I appreciate your insights about the employment opportunities in chemical dependency counseling and program management. Your assessment of my accomplishments and skills is encouraging.

I also appreciate your referring me to John Blackburn at Serenity Healing Center. Your suggestion that my work experience has prepared me well for the challenges of the program that Mr. Blackburn is designing has inspired me. I will follow up with Mr. Blackburn this week.

Per your advice, I am attending The Colorado Conference on Addictions next week. I am looking forward to participating in your conference workshop and, as you advised, I am eager to make the acquaintance of some of the top professionals in our field.

Thank you again for your advice and assistance. Your expertise plays an integral role in our profession, and in my professional development as well.

Sincerely,

Chris Sample